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CIA-RDP70-00211R000200150027
RETURN TO
RECORDS MANAGEMENT DIVISION

25X1A9a

Chief, Management Staff

19 July 1956

- File

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Chief, OEM Staff (DD/I and DD/S Area)

Work Report Week Ending 18 July 1956.

Accomplishments

1. T/O Completed 25X1A2g
MS-919, Request for T/O Position Project [REDACTED]. [REDACTED] 25X1A9a
2. Evaluation completed on Employee Suggestion No. 445, establishment of a Scientific Intelligence Planning Group. [REDACTED] 25X1A9a
3. Evaluation Completed on Employee Suggestion concerning the broadening of the petty cash fund. [REDACTED] 25X1A9a

Assignments Active This Week

4. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DI/P. [REDACTED] 25X1A9a
5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Program. [REDACTED] 25X1A9a
6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] 25X1A9a
7. Project 5-80, Review of Procedures, Printing Services Division. Assistance in implementing recommendations. [REDACTED] 25X1A9a
8. Establishment of Account Records for Fiscal Year 1957. [REDACTED] 25X1A9a
9. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED] 25X1A9a
10. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED] 25X1A9a
11. MS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DCI and others. [REDACTED] 25X1A9a
12. MS-894, Request for Increase of 5 in Personnel Ceiling and T/O, and in Table of Vehicular Allowances for Motor Pool. [REDACTED] 25X1A9a

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13. Project 6-47, Use of Unvouchered Funds to Pay Agency Employees. [REDACTED] 25X1A9a

14. Project 6-19, Study of OTR Clerical Training Program. [REDACTED] 25X1A9a

15. Project 6-45, Survey of Space Situation in OTR - As result of IG charges of severe overcrowding. [REDACTED] 25X1A9a

16. NS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Development Programs. [REDACTED] 25X1A9a

17. Transfer of Administration of JCD/SCD from D/Pers. to OTR. [REDACTED] 25X1A9a

Miscellaneous

18. Training. Fifteen hours on-the-job training on Logistics procedures and organization and Confidential Funds regulations, policies and practices. [REDACTED]

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[REDACTED] 25X1A9a

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